

RECORDS RETENTION SCHEDULE

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and
Archives

PUBLIC SCHOOL DISTRICT

Schools, Preschool-12

School Based Decision Making Council



Permanent Records (to be retained)

SBDM Council Minutes
SBDM Council Committee Minutes
Official Correspondences
Budget Allocation to council
School Council By-Laws
SBDM Council Policy
Annual School Report
Annual Financial Audit Report

Other Records

<u>Record Title and Description</u>	<u>Retain</u>	<u>Disposal Instructions</u>
Teacher Council Member Election Records	3 years	Destroy
Parent Representative Council Member Election Records	3 years	Destroy
SBDM Council Meeting Announcements	3 years	Destroy
SBDM Council Committee Meeting Announcements	3 years	Destroy
SBDM Council/Committee Meeting Notification	1 years	Destroy
General Correspondences	5 years	Destroy
Budget Expenditure Report	3 years	Destroy after audit
Annual School Transformation Plan	5 years	Destroy
School Council Policy Appeals	5 years	Destroy
Request for Waiver of Board Policy	5 years	Destroy
Request for Professional Development	3 years	Destroy

For a complete copy of the Records Retention Schedule, go to:

<http://kdla.ky.gov/recmanagement/schedule/kypublicschoolsdistrict.pdf> (scroll to pages relevant to SBDM)